

# SEEP Pathfinder Fund Application Process

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# Timetable

- 22 January 2016 – Launch of Call
- 28 January – Workshop
- 18 March (5pm) – Closing date for applications
- March and April – Evaluation of applications and following up with applicants
- May – issue of award offer letters
- December 2017 – completion of functional capital project
- January 2018 – last claim for financial support

# Who can apply?

- Local authorities only
- Encouraged to apply as part of wider partnership/consortium arrangement with other public sector organisations, private sector organisations, community groups and universities.
- Partnerships/consortia to be led by a local authority
- A local authority may also be named as a consortium partner in another local authority's application.

# Financial support available

- Up to £14million (up to £10m from HEEPS:ABS and up to £4m from LCITP)
- Minimum of £250,000 per application.
- The nature of the support will be decided on a case-by-case basis by the HEEPS:ABS and LCITP evaluation panels.
- It may be in the form of grant, loan, guarantee or combination, but will be discussed with individual applicants, and in line with State Aid rules, where relevant.

- There is an expectation that applicants will have maximised leverage from other funding sources
- Parts A and B of the application form request information on other funding secured, particularly public funding.
- In addition, up to 15% of the support provided by the Scottish Government, can be spent on administrative and enabling costs to assist in building capacity to deliver the proposed project.

# State Aid

- Relevant to non-domestic elements of the application form (Part B)
- Must include details of any other public funding received and if State Aid.
- If State Aid, need to know the basis of that aid – is it de minimis aid or aid under a General Block Exemption Regulation? (The relevant grant offer/award letter will provide these details.)

- Guidance available in the Part B guidance note and the LCITP website at <http://www.gov.scot/Topics/Business-Industry/Energy/Action/lowcarbon/LCITP/StateAid>
- More detailed guidance is available at <http://www.gov.scot/Topics/Government/State-Aid>
- Advice available to local authority lead partners from the State Aid Unit which is part of the Scottish Government's Directorate for Business, European Structural Funds Division
- E-mail [stateaid@gov.scot](mailto:stateaid@gov.scot)

# Application Form

- Part A – about the proposed project(s)
- Part B – for completion in respect of the non-domestic elements of the project(s) (must include 2 signatures)
- Part C – for completion in respect of the domestic elements
- Part D – certification
- Part E – instructions for submitting completed application forms

# When applying, think about

- The eligibility criteria for the call
  - Integration, innovation and incentives
  - Domestic and non-domestic
  - Working with key partners
  - Capital support
  - Project must be deliverable within timescale.
- The HEEPS:ABS criteria for domestic buildings
- The LCITP criteria for non-domestic buildings

- Some of the non-domestic elements of the project(s) may be best led, and delivered, by a non-local authority consortium partner.
- Part B of the application form may be completed by/with the details of this third party.
- If the application is successful, the relevant LCITP elements of the financial support will be made direct to the lead partner specified in Part B.

- Complete Parts A to C as fully as possible.
- Part B may be completed by a non-local authority partner
- Part D must be completed by the local authority once Parts A to C are finished, certifying accuracy of content of application form and that approval of the local authority has been received for submission of the application form.
- Double check all fields have been completed in each part of the form
- Double check arithmetic

- Double check that 2 signatures have been included in Part B of the form.
- Double check that Part D has been completed.
- Keep a copy for your own records.
- Forward to [SEEP@gov.scot](mailto:SEEP@gov.scot) by 5pm on Friday 18 March
- If electronic signatures not available for Part B, e-mail form and then post signed hard copy of the application form to the address on the application form.
- Deadline for receipt of all signed hard copies is Tuesday 22 March

# Assessment of applications

- Applications will be considered by the HEEPS:ABS and LCITP evaluation panels against their respective eligibility criteria.
- They will then be assessed in respect of how well the proposed project(s):
  - fits local and national strategies for energy efficiency and heating; and
  - reflect the SEEP themes of integration and innovation.

# Queries

- Check call document, application form guidance notes, Q and A document
- E-mail [SEEP@gov.scot](mailto:SEEP@gov.scot)
- Q and A document will be kept under review and updated, as necessary.